Oakland County, Michigan

Annual Financial Report

December 31, 2005

			rocedu 2 of 1968, as		<b>port</b> nd P.A. 71 of 1919	), as amended.					
Loca	I Unit i	of Gov	ernment Typ	e		<del>-</del>	Local Unit Nar				County
ŭ	ount	у	☐City	□Twp	∐Village	Other	Paint Cree	k Trailways Com			Oakland
	il Year		04 0005		Opinion Date	- 12 2006		Date Audit Report December 2		State	
			31, 2005	-	Novembe	r 13, 2006		December 2	:0, 2006		<u> </u>
	ffirm										
					s licensed to p						
Ne f Nana	urthe agem	r affi ient l	rm the follo _etter (repo	owing mat ort of com	erial, "no" responder to the ments and record	ponses have commendati	e been disclo ons).	sed in the financia	l statemen	ts, inclu	iding the notes, or in the
	YES	8				•		further detail.)			
1.	X		All require reporting	ed compo entity not	nent units/fundes to the finan	ds/agencies icial stateme	of the local onts as neces	unit are included in ssary.	the financ	ial state	ements and/or disclosed in the
2.	X		There are (P.A. 27	e no accur 5 of 1980)	nulated deficit or the local u	ts in one or i nit has not e	more of this o	ınit's unreserved fu budget for expendi	ınd baland tu <b>r</b> es.	es/unre	estricted net assets
3.	X		The local	unit is in	compliance w	ith the Unifo	rm Chart of	Accounts issued by	the Depar	rtment o	of Treasury.
4.	X		The local	unit has a	adopted a bud	get for all re	equired funds				
5.	X		A public I	hearing or	the budget w	as held in a	ccordance w	ith State statute.			
6.	X		The local	unit has r	_	e Municipal	Finance Act,	an order issued u	nder the E	mergen	cy Municipal Loan Act, or
7.	X		The local	unit has r	not been delin	quent in dis	tributing tax i	evenues that were	collected	for ano	ther taxing unit.
8.	X		The local	unit only	holds deposit	s/investmen	ts that compl	y with statutory red	quirements	i.	
9.	X		The local Audits of	unit has i Local Uni	no illegal or ur its of Governn	nauthorized nent in Mich	expenditures igan, as revis	that came to our a sed (see Appendix	attention as H of Bullet	s define lin).	d in the <i>Bulletin for</i>
10.	X		that have	not been	previously co	mmunicated	d to the Loca	ement, which came Audit and Finance under separate co	e Division (	ention o (LAFD).	during the course of our audit If there is such activity that he
11.	X		The local	l unit is fre	e of repeated	comments	from previou	s years.			
12.	X		The audi	t opinion i	s UNQUALIFI	ED.					
13.	X		The local accepted	l unit has d Laccountii	complied with	GASB 34 o GAAP).	r GASB 34 a	s modified by MCG	SAA Stater	nent #7	and other generally
14.	X		The boar	d or coun	cil approves a	II invoices p	rior to payme	ent as required by	charter or s	statute.	
15.	X		To our kr	nowledge,	bank reconcil	liations that	were reviewe	ed were performed	timely.		
incl des	uded cripti	in ton(s	his or any ) of the au	other au thority and	dit report, no d/or commissi	r do they o on.	btain a stand	d-alone audit, plea	he bounda ise enclos	ries of e the n	the audited entity and is not name(s), address(es), and a
								in all respects.			
We	hav	e en	closed the	e followin	g:	Enclosed	Not Requir	ed (enter a brief justil	fication)		
Fin	ancia	al Sta	atements			X					
The	e lette	er of	Comment	s and Rec	ommendation	s X					
Oth	ner (D	escrib	oe)								
l .			Accountant (F Phillips, J		PA		·	Telephone Number (248) 656-113	1		
1 -	et Add		ken Court	;, Suite 10	00 ^			city Rochester Hills	6	State MI	Zip 48306

Printed Name

Ramie E. Phillips, Jr.

License Number 7911

#### ANNUAL FINANCIAL REPORT Year Ended December 31, 2005

#### TABLE OF CONTENTS

	Page
FINANCIAL SECTION	
Independent Auditor's Report	1
Management's Discussion and Analysis	<b>2-</b> 3
Basic Financial Statements:	
Statement of Net Assets	4
Statement of Activities	5
Balance Sheet	6
Reconciliation of the Commission Funds Balance Sheet	
to the Statement of Net Assets	7
Statement of Revenues, Expenditures, and Changes in	
Fund Balance	8
Reconciliation of the Statement of Revenues, Expenditures,	
and Changes in Fund Balance to the Statement of	
Activities	9
Notes to Financial Statements	10 - 12
Required Supplementary Information:	
Budgetary Comparison Schedule	13 - 15

1130 TIENKEN COURT, SUITE 100 ROCHESTER HILLS, MICHIGAN 48306 Phone: 248.656.1131

Fax: 248.656.1496 E-mail: rphillips@ramiephillipscpa.com

#### Independent Auditor's Report

Commissioners
Paint Creek Trailways Commission
Oakland County, Michigan

I have audited the accompanying financial statements of net assets and activities of the Paint Creek Trailways Commission, Oakland County, Michigan as of and for the year ended December 31, 2005, which collectively comprise the Commission's basic financial statements as listed in the table of contents. These financial are the responsibility of the Commission's management. My responsibility is to express opinions on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial presentation. I believe that my audit provides a reasonable basis for my opinions.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the activities of the Paint Creek Trailways Commission, Oakland County, Michigan, as of December 31, 2005, and the respective changes in financial position, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages 2 and 3 and the budgetary comparison information on pages 13 through 15 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. I applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, I did not audit the information and express no opinion on it.

November 13, 2006

#### **Management's Discussion and Analysis**

The Paint Creek Trailways Commission's management discussion and analysis has been prepared to provide an overview of the Commission's financial activities for fiscal year ending December 31, 2005. This discussion and analysis needs to be read and reviewed concurrently with the Trailways Commission's financial statements.

This management discussion and analysis includes comparative data from fiscal year 2004, in order to remain compliant with the Government Accounting Standards Board Statement No. 34.

#### The Paint Creek Trailways Commission as a Whole

The following tables show the condensed Statements of net assets and activities for the years ended December 31, 2004 and 2005:

Table 1
Statement of Net Assets

	2005	2004
Assets		
Current assets	\$87,917	\$28,507
Current assets – net	\$873,592	\$838,445
Total Assets	\$961,509	\$866,952
Liabilities		
Current liabilities	\$41,182	\$244,885
Net Assets		
Invested in capital assets	\$873,592	\$838,445
Unrestricted	\$46,735	\$43,622
Total Net Assets	\$961,509	\$882,067

Table 2 Changes in Net Assets

	2005	2004
Revenue		
Member contributions	\$75,740	\$319,628
Grants	\$61,715	\$2,185
Other	\$28,228	\$22,710
Total Revenue	\$165,683	\$344,523
Expenses	\$162,570	\$357,424
Change in Net Assets	\$3,113	\$(12,901)

The Commission's net assets increased nominally. Revenues and expenditures did increase significantly over the prior year. This was mainly due to a resurfacing project. This level of revenue and expenditures should not occur regularly.

The Commission's revenue, on a normal year, consists mostly of member contributions and various rental and licensing arrangements.

#### **Budgetary Highlights**

Revenues exceeded the original budget by \$3,508, which is approximately 4%. The actual expenditures were under the original budget expenditures by approximately 5% or \$4,341.

#### Contacting the Commission's Financial Management

The financial report is designed to provide our members and citizens with a general overview of the Commission's finances and show the Commission's accountability for the money it receives. If you have any questions, about this report, or require additional information, you can contact the Commission's office.

#### Statement of Net Assets December 31, 2005

#### **ASSETS**

Current Assets:	
Cash	\$ 25,676
Accounts Receivable	58,900
Inventory at cost	2 <b>,2</b> 91
Prepaid Expenditures	1,050
Total Current Assets	87,917
Capital Assets:	
Land and Improvements	1,272,069
Office Equipment	12,932
Less Accumulated Depreciation	 (411,409)
Total Capital Assets, net of depreciation	 873,592
Total Assets	\$ 961,509
LIABILITIES	
Current Liabilities:	•
Accounts Payable	\$ 4,182
Due to Township of Orion	37,000
Total Current Liabilities	41,182
NET ASSETS	
Invested in Capital Assets	873,592
Unrestricted	46,735
Total Net Assets	 920,327
Total Liabilities and Net Assets	\$ 961,509

## Statement of Activities For the Year Ended December 31, 2005

		F	rogram Re	venue	es			
		N	lember	Gr.	ants and	Net (Exp	ense) Revenue	
	_Expenses_	Contributions		Other		& Changes in Net Assets		
Activities Operating and Maintaining Trailways	\$ 127,423	\$	75,740	\$	86,348	\$	34,665	
Total Activities	\$ 127,423	\$	75,740	\$_	86,348		34,665	
	General Reve	nues	•					
	Interest Inc		•				3,335	
	Reimburse	ments	3				260	
		Tota	I General R	leven	ues		3,595_	
		Cha	nges in Net	Asse	ts		38,260	
	Net Assets - January 1, 2005						882,067	
	Net Assets - December 31, 2005					\$	920,327	

#### Balance Sheet December 31, 2005

#### **ASSETS**

Cash Accounts Receivable Inventory at cost Prepaid Expenditures	\$	25,676 58,900 2,291 1,050				
Total Assets	\$	87,917				
LIABILITIES AND FUND BALANCE						
Liabilities:						
Accounts Payable  Due to Township of Orion	\$ \$	4,182 37,000				
Total Liabilities		41,182				
Fund Balance:						
Undesignated		46,735				
Total Liabilities and Fund Balance	\$	87,917				

Reconciliation of the Commission Funds Balance Sheet to the Statement of Net Assets
For the Year December 31, 2005

Fund balances \$ 46,735

Amounts reported for governmental activities in the statement of net assets differ due to:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in commission funds.

Historical cost Accumulated depreciation \$ 1,285,001 (411,409)

873,592

Total net assets - governmental activities

\$ 920,327

#### Statement of Revenues, Expenditures, and Changes in Fund Balance For the Year Ended December 31, 2005

REVENUES:		
Intergovernmental Contributions	\$	75,740
Rent and Other	•	8,495
Sale of Promotional Items		377
MNRTF - Orion		15,000
Reimbursements		260
Donations		761
Investment Earnings		3,335
Grants Received		61,715
Total Revenues		165,683
EXPENDITURES:		
Cost of Sales - Promotional Items		144
Part-Time Staff and Payroll Taxes		48,450
Mounted Patrol		6,549
Per Diem		5,110
Insurance		6,983
Recorder's Fee		2,275
Legal and Audit		6,685
Professional Fees		2,815
Publicity		1,541
Equipment		1,625
Travel and Mileage		1,427
Education		50
Postage		704
Operating Supplies and Miscellaneous		3,271
Telephone and Internet		1,560
Bike Expenses		165
MNRTF Grant Expenses - Capital Projects		73,216
Total Expenditures		162,570
Excess of Revenues Over Expenditures		3,113
Fund Balance - Beginning		43,622
Fund Balance - Ending	\$	46,735

The accompanying notes are an integral part of the financial statements.

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities

For the Year December 31, 2005

Net change in fund balances - governmental funds \$ 3,113 Amounts reported for governmental activities in the statement of activities differ due to: Governmental funds report capital outlays as expenditures. However, in the statement of activities these items are capitalized and the costs of those assets are allocated over their estimated useful lives as depreciation. Capitalized assets 74,841 Depreciation (39,694)35,147 Change in net assets - governmental activities \$ 38,260

#### Notes to Financial Statements December 31, 2005

#### Note A: Summary of Significant Accounting Policies

The accounting policies of the Paint Creek Trailways Commission conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of these financial statements.

The Commission adopted the Governmental Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements and Management Discussion and Analysis. The Commission has elected to report all of its funds as major funds in the financial statements.

#### Reporting Entity

The Paint Creek Trailways Commission was created for the purpose of owning, exercising right of dominion over, developing, providing, maintaining, and operating certain non-motorized public trails for recreational use within the jurisdiction of member units, City of Rochester, City of Rochester Hills, Township of Oakland, and Township of Orion.

#### Basis of Accounting

The financial statements are presented on a full accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred.

#### Cash and Cash Equivalents

The Commission has defined cash and cash equivalents to include cash on hand, demand notes, and certificates of deposit with original maturities of three months or less from the date of acquisition.

#### Receivables

All receivables are considered fully collectible. No provision for non-collection has been made in the financial statements.

#### <u>Inventories</u>

Inventory is valued at cost using the first-in / first-out (FIFO) method. Inventories are recorded as expenditures when sold rather than when purchased.

#### Capital Assets

Capital assets, which include land, trailway improvements, and equipment, are recorded at historical cost. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's useful life are not capitalized.

Improvements and equipment is depreciated using the straight line method over the following estimated lives:

Improvements Equipment

20 years 5 - 7 years

#### Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

#### Note B: Stewardship, Compliance, and Accountability

#### **Budgetary Data**

Annual budgets are adopted for the funds as required by the Michigan Public Act 621 of 1978, the Uniform Budgeting and Accounting Act. The Commission's approved budget was adopted on the line item level.

The Commission coordinator prepares a preliminary budget for the Commission's review and comment. After receiving input from those concerned, the coordinator rewrites the budget. The rewritten budget is presented to the Commission for final review and approval. This process occurs prior to year end.

#### Excess of Expenditures Over Appropriations

Michigan Public Act 2 of 1968, as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated in the budget resolution of the governing body. For the year ended December 31, 2005, the following line items exceeded the amount budgeted:

	Total	Amount	Amount
	<u>Expenditures</u>	<u>Budgeted</u>	Over Budget
Postage	\$ 704	\$ 525	\$ 179

#### Note C: Deposits and Investments

Michigan compiled Laws, Section 129.91, authorizes the Local Unit to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The Commission is allowed to invest in bonds, securities and other direct obligations of the United States; United States government or federal agency obligation repurchase agreements; bankers' acceptance of United States banks; commercial paper rated by two standard rating agencies within the two highest classifications, which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

The Commission has designated one bank for the deposit of the Commission's funds. This is in compliance with the adopted investment policy adopted in accordance with Public Act 196 of 1977.

GASB Statement 3, Investments are categorized to give an indication of the level of custodial credit risk assumed. Category 1 includes investments that are insured or registered, or securities held by the Commission or its agent in the Commission's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealer's trust department or agent in the Commission's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Commission's name.

The Commission's investments consist of an interest bearing checking account, which is not categorized because it is not evidenced by securities that exist in physical or book entry form.

#### Note D: Capital Assets

Capital asset activity for the year ended December 31, 2005 was as follows:

	Beginning			Ending
	Balance	Increases	<u>Decreases</u>	Balance
Capital Assets Not Being Depreciated:				
Land	\$ 452,950	<u>\$</u> -	<u>\$ -</u>	\$ 452,950
Trailway Improvements:				
Resurfacing	592,931	-	-	592,931
Bridges	117,220	-	-	117,220
Signs	22,057	-	-	22,057
Foley Pond Improvement	-	46,738	-	46,738
Vault Toilet	-	13,527	-	13,527
Picnic Tables	-	12,951	<del>-</del> .	12,951
Other	13,695	-	-	13,695
Office Equipment	11,307	1,625		12,932
Total Capital Assets Being Depreciated	757,210	74,841		832,051
Less Accumulated Depreciation for:				
Trailway Improvements:	365,642	38,210		403,852
Office Equipment	6,073	1,484		7,557
Total Accumulated Depreciation	371,715	39,694	-	411,409
Capital Assets Being Depreciated - Net	385,495	35,147		420,642
Capital Assets - Net	\$ 838,445	\$ 35,147	<u>\$ -</u>	\$ 873,592

Depreciation was charged to operations in the amount of: \$ 39,694

#### Note E: Risk Management

The Commission is exposed to various risks of loss to generalliability, theft of assets, destruction of assets, and natural disaters. The Commission carries commercial insurance to protect against these potential losses. The Commission does not maintain a fidelity bond.

#### Budgetary Comparison Schedule For the Year Ended December 31, 2005

	0	riginal	Αı	mended				
	Budget		Budget		Actual		Variance	
REVENUES:								
Intergovernmental Contributions	\$	64,000	\$	64,000	\$	64,000	\$	_
Bike Patrol - Orion Township		1,650		1,650		1,650	,	-
Oakland Township		7,270		7,270		7,270		-
Rochester Hills		1,880		1,880		1,880		_
Rochester		940		940		940		_
Trailways Saleable Items		300		377		377		-
Miscellaneous/Donations		_		608		761		153
NTD Donations		1,250		•		•		-
Temporary Permit Fees		100		100		100		
Grants		2,000		•				_
Prairie Video Grant Carryover 2004		_,		2,815		2,815		
Interest Received		500		3,300		3,335		35
Transfer from Legal Services		3,855		4,795		5,940		1,145
Transfer from Fund Balance		1,815		4,700		0,040		-
Total Revenues	\$	85,560	\$	87,735	\$	89,068	\$	1,333
	<u> </u>		<u>Ψ</u>		<u> </u>	00,000	Ψ	1,000
EXPENDITURES								
Office								
Telephone & On-line Service		1,100		1,250		1,142		108
Office Furnishings		1,000		1,230		1,142		100
Office Materials & Supplies		1,200		900		784		- 116
Office Operating Expenses		1,500		1,300		7,04 1,172		
Postage		500		1,300 525		704		128
Office & Trail Equipment								(179)
Total Office		2,000		2,100		2,023		77
rotal Office		7,300		6,075		5,825		250
Staff Travel, Training & Development								
Travel/Mileage		1,000		4 500		4 407		70
Education/Memberships		500		1,500		1,427		73
Tuition Reimbursements		1,000		50		50		-
Per Diems				- - 250		E 440		-
		5,460		5,250		5,110		140
Total Staff Travel & Training & Dev.		7,960		6,800		6,587		213
Insurance & Professional Services								
Auditing Fee		3,000		2,485		2,485		_
Insurance		7,500		6,983				-
Word Pictures, Inc Prairie Video		7,500		2,815		6,983		-
Recorder's Fee		2,450		2,450		2,815		- 475
Total Insurance & Professional Fees		12,950				2,275		175
Total insulance & Fiblessional Fees		12,500		14,733		14,558		<u> 175</u>

The accompanying notes are an integral part of the financial statements.

#### Budgetary Comparison Schedule For the Year Ended December 31, 2005

	Original	Amended		
	Budget	Budget	Actual	Variance
Publicity, Signs & Trail Development				
Trailways Student Project	500	-		-
Trail Events	500	100	100	-
Oakland County Trail Network Maps	-	<b>7</b> 50	<b>7</b> 50	-
Heritage Festival	-	50	50	-
Aspen Group & Founder Plaques	-	292	292	-
Spike Display Boxes	-	114	114	-
Recognition Spikes	-	229	229_	
Total Publicity, Signs & Trail Dev.	1,000	1,535	1,535	
Administrative Personnel				
Wages - Coordinator	31,450	32,000	31,404	596
Wages - Admin Asst.	5,000	4,775	4,764	11
Wages - Project Manager	-	6,100	6,008	92
Payroll Taxes - FICA & MESC	2,560	3,300	3,254	46
Total Administrative Personnel	39,010	46,175	45,430	745
Patrol Program				
Wages - Bike Patrol	9,570	2,800	2,800	
Payroll Taxes - FICA & MESC	670	220	220	_
Bike Patrol Equipment	500	175	165	10
Patrol Uniforms	300	-		•
Cell Phone Operations	500	550	550	-
Bike Patrol Program Contingency	200	_		-
Mounted Patrols - OCSD	-	6,550	6,549	1
Total Patrol Program	11,740	10,295	10,284	11
Rochester Art Project				
Fabrication of Art Display	3,000	_		-
Total Rochester Art Project	3,000			
Printing & Logo Sales				
Brochure Printing	4,200	-		_
Trail Saleable Items	500	500		500
Total Printing & Logo Sales	4,700	500	-	500
Miscellaneous & Contingency	900	1,000		1,000
Totals	\$ 88,560	\$ 87,113	\$ 84,219	\$ 2,894

#### Budgetary Comparison Schedule For the Year Ended December 31, 2005

Project Budget for Legal Services	Original Budget	Amended Budget	Actual	Variance
REVENUES  License Fees  Total Revenues	\$ 8,555 8,555	\$ 8,995 8,995	\$ 10,140 10,140	(1,145) (1,145)
EXPENSES  Legal Retainer  Transfer to Operating Budget  Total Expenses	4,200 4,355 \$ 8,555	4,200 4,795 \$ 8,995	4,200 5,940 \$ 10,140	(1,145) \$ (1,145)
Project Budget of MNRTF Enhancement (Includes \$3,700 of expenses from 2004) REVENUES Orion Twp Foley Pond Orion Twp Accounts Receivable Oakland Twp Accounts Receivable Rochester Hls Accounts Receivable PCTC		\$ 52,000 7,971 11,180 1,771 294 \$ 73,216	\$ 52,000 7,971 11,180 1,771 294 \$ 73,216	\$ - - - - - - - -
EXPENSES Orion Twp Foley Pond Orion Twp Vault Toilet Oakland Twp Picnic Site Rochester Hls Picnic Site PCTC - Postage & MNRTF Plaques		\$ 46,443 13,528 11,180 1,771 294 \$ 73,216	\$ 46,443 13,528 11,180 1,771 294 \$ 73,216	- - - - - - - -

Phone: 248.656.1131
Fax: 248.656.1496
E-mail: rphillips@ramiephillipscpa.com

November 13, 2006

To the Members of the Trialways Commission Oakland County, Michigan

I have audited the general purpose financial statements of the Paint Creek Trailways Commission for the year ended December 31, 2005, and have issued my report thereon dated November 13, 2006. Professional standards require that I provide you with the following information related to my audit.

#### My Responsibility under Generally Accepted Auditing Standards:

My responsibility, as described by professional standards, is to plan and perform my audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with generally accepted accounting principles. Because of the concept of reasonable assurance and because I did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by me.

As part of my audit, I considered the internal control of the Paint Creek Trailways Commission. Such considerations were solely for the purpose of determining my audit procedures and not to provide any assurance concerning such internal control.

#### Capital Assets:

As a part of GASB 34, assets have been capitalized and depreciation recognized. I am recommending that the administration review the detail list of assets to determine if there are any obsolete items which should be written off.

#### Budgetary and Financial Accounting:

The Commission operates with a line item budget. I noted one item over budget for the year. I do not regard this as an indication of any problems. The Commission and administration manage the Commission's funds is a sound manner.

Sincerely,

Ramie E. Phillips, Jr., PC, CPA